MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Unit Heads
All Concerned

ALTERNATIVE WORK ARRANGEMENT GUIDELINES OR PARAMETERS AND SUPPORT MECHANISM FOR SDO MARIKINA DURING THE STATE OF NATIONAL EMERGENCY DUE TO THE COVID-19 PANDEMIC


Particularly, Item 5 (8) to (9) of CSC-MC No. 7 s. 2020 provides that:

xxx "8.) Agencies shall formulate their internal rules and regulations governing the alternative work arrangement they adopted and implemented in their agency. Said guidelines shall include the work arrangements of its personnel who are in transit (daily/weekly) in reporting to work and going home from work in the ECQ area to GCQ area or vice versa, or from the quarantine-free area to ECQ or GCQ area.

9.) Agencies shall submit a report on the implementation of the alternative work arrangements to the Civil Service Commission through the CSC Regional Offices for policy formulation and records purposes."

Moreover, Section 2 (4) (a) and Section 3 (6) of IATF-Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines state that:

xxx "Section 2 -

4.) The following are allowed to work or operate with a skeleton workforce unless a different operational capacity is provided:
a. All agencies and instrumentalities of the government, including GOCCs, as well as LGUs, especially health and emergency frontline, border control, and other critical services, as well as government vehicles.

and, Section 3 –

(6) Work in all government offices shall operate under skeleton workforce and with the rest under such alternative work arrangements as the agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC).” xxx

Accordingly, in compliance with above, and aligned with the recently issued DepEd Memorandum No. 52 s. 2020 dated May 17, 2020 Re: Advisory on Work Arrangements in the Department of Education in light of Recent Developments in the COVID-19 Situation, this Office hereby adopts the following alternative arrangements and mechanisms:

1. Once the MECQ is lifted and shall shift to GCQ, SDO Marikina will apply Item 3.5 (b) on Other Alternative Work Arrangements under CSC-MC No. 10 s. 2020, which states that:

xxx “b. Agencies may use a combination of the above enumerated work arrangements or a combination of the other work arrangements it adopted, such as three-day workweek and two-day work-from-home arrangement to complete the 40-hour workweek.” xxx

2. Section Chiefs and Unit Heads shall prepare a workweek plan or calendar and identify the personnel who shall work on particular days or schedule using the attached template (see Enclosure 1). Three days (eight hours per day) will be actual or physical reporting to the office while two days will be work-from-home (eight hours per day), thus, a total of forty hours per week. Special attention and consideration shall be arranged to personnel who reside outside NCR or whose area is of different quarantine category or circumstance.

3. The accomplished template shall be submitted by the Section Chiefs or Unit Heads on May 31, 2020 to the HRMO via araceli.dy@deped.gov.ph for consolidation.

4. The HRMO, in coordination with the IT Unit, shall device a special log-in and log-out mechanism under this arrangement, the guidelines of which shall be issued via a separate memorandum.
5. The rules on overtime shall remain applicable pursuant to the CSC rules under this alternative arrangement. Overtime would mean permitted service rendered beyond eight hours during actual or physical reporting to the office.

6. The rules on flexi-time shall subsist, insofar as days with actual or physical reporting to office are applicable, such that the earliest time-in shall be 7:00am and the latest shall be 9:30am. Beyond 9:30am shall already be considered late.

7. The rules on absences, late(s), tardiness, and undertime shall also subsist during this alternative work arrangement insofar as days of actual or physical reporting to office are applicable.

8. Benefits or incentives (i.e. hazard pay), as mandated by recent enactments during this COVID-19 pandemic, shall be strictly implemented in accordance with the respective rules or guidelines. Work-related measures (i.e. wearing of face masks, etc.) and restrictions (i.e. senior citizens are discouraged to report to work, etc.) shall likewise be imposed especially social distancing rules and other protective protocols.

9. This alternative work arrangement shall take effect soon as the current category (MECQ) is lifted and during the effectivity of the State of National Emergency pursuant to Proclamation No. 922, unless earlier revoked or repealed.

10. Meanwhile that Marikina City is under the MECQ category, the “work from home arrangement with on-call essential personnel” remains in effect.

11. For more detailed information, herein attached is the full text of the CSC-MC No. 10, s. 2020, contents of which are self-explanatory.

Immediate and urgent dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA (Sgd.)
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
Enclosure 1

RE: ALTERNATIVE WORK ARRANGEMENT GUIDELINES OR PARAMETERS AND SUPPORT MECHANISM FOR SDO MARIKINA DURING THE STATE OF NATIONAL EMERGENCY DUE TO THE COVID-19 PANDEMIC

SDO MARIKINA CITY

SECTION/UNIT: Example: Legal Unit

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>Position</th>
<th>Schedule of Actual or Physical Reporting to Office (3 days)</th>
<th>Schedule of Work from Home (2 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceasar Augustos E. Cebujano</td>
<td>Attorney III</td>
<td>Mondays, Wednesdays, and Thursdays</td>
<td>Tuesdays and Fridays</td>
</tr>
<tr>
<td>Nina ES. Enriquez</td>
<td>ADAS III</td>
<td>Mondays, Tuesdays, and Fridays</td>
<td>Wednesdays and Thursdays</td>
</tr>
</tbody>
</table>

Submitted by:

Section Chief/Unit Head

Approved by:

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
DepEd MEMORANDUM
No. 052 s. 2020

ADVISORY ON WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION IN LIGHT OF RECENT DEVELOPMENTS IN THE COVID-19 SITUATION

To: Undersecretaries
   Assistant Secretaries
   Minister, Basic, Higher and Technical Education, BARMM
   Bureau and Service Directors
   Regional Directors
   Schools Division Superintendents
   Public Elementary and Secondary School Heads
   All Others Concerned

1. The Department of Education (DepEd) maintains the status quo on work arrangements for officials, teaching and nonteaching personnel in all its offices, units, and schools, until such time that new guidelines on work arrangements, consistent with the policies set forth by the Office of the President (OP), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), and the Civil Service Commission (CSC), have been issued by this Office.

2. This status quo sustains the framework stipulated in DepEd Memorandum (DM) No. 043, s. 2020 (Guidelines on the Alternative Work Arrangements in the Department of Education in light of the COVID-19 Stringent Social Distancing Measures), and its operational guidance under Office Memorandum OM-OSEC-2020-091 (Authorization of Office and Field Work for Identified Critical Tasks in Areas Covered by the Enhanced Community Quarantine).

3. The DepEd Task Force COVID-19 is hereby directed to submit to the Secretary as soon as possible a proposed policy on work arrangements in DepEd offices, units, and schools in areas placed under community quarantine, pursuant to the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines approved by the IATF in its 37th Meeting on May 15, 2020. Furthermore, the proposed policy must take into consideration the following:
   a. Minimum health standards issued by the Department of Health and/or the IATF;
   b. Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic issued under Memorandum Circular No. 10, s. 2020 by the Civil Service Commission; and

4. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

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